

SENATE FISCAL AGENCY
Job Description

POSITION TITLE: Executive Administrator

IMMEDIATE SUPERVISOR: Director

SUMMARY: Responsible for all secretarial and reception duties associated with the office of the Director and Chief Economist of the Agency. Responsible for monitoring the workloads of the Bill Analysis Assistant and the Unit Assistants.

DUTIES AND RESPONSIBILITIES:

1. Performs accurate and timely word processing and proofreading of all reports, issue papers, tables, analyses, budget-related material, and correspondence for Director, Chief Economist, and other assigned analysts.
2. Records and publishes minutes of weekly Council meetings.
3. Composes routine correspondence for the Director's signature.
4. Assists Director and Chief Economist in producing monthly, quarterly, biannual, and annual reports.
5. Consolidates responses on Agency-wide work projects.
6. Monitors and coordinates workloads of the Bill Analysis Assistant and Unit Assistants.
7. Handles scheduling for the Director.
8. Maintains appropriate files, as required, including subcommittee meetings and attendance.
9. Prepares slide show presentations.
10. Assists management in designing, formatting, and editing for consistency in Agency products.
11. Performs other duties as assigned by Director.
12. Works overtime as required.

SKILLS AND ABILITIES:

1. Extensive word processing skills.
2. Working knowledge of Microsoft Office 2010, Adobe Acrobat, and Internet Explorer. Ability to convert documents into PDF format.
3. Knowledge of the organization, punctuation, and composition of business letters, reports, charts, and tabular material.
4. Knowledge of correct English usage, spelling, and punctuation.

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5. Ability to prioritize workloads during stressful situations occurring as a result of short deadlines.
6. Ability to use diplomacy, discretion, and judgment in giving out information.
7. Ability to make decisions where precedents may not be established.
8. Serve on internal Senate Fiscal Agency committees.
9. A professional attitude in handling calls and visitors to the Director's office or his/her designee.

Note: This list is not intended to be exhaustive. Responsibilities and duties may change at the discretion of the Director of the Senate Fiscal Agency or his or her designee.